

Chapter 3

Examinations

Reference

DANTES Examination Program Handbook

Types

There are several examination programs available to USCG personnel free of charge.

Purpose	Examination Programs
High School	General Educational Development (GED) Test
College Admissions Undergraduate	Scholastic Aptitude Test (SAT) American College Testing (ACT) Assessment Test
Graduate Admissions	Graduate Record Examinations (GRE) Graduate Management Admissions Test (GMAT) National Teachers Examination (PRAXIS)
College Credit	College Level Examinations (General & Subject) DANTES Subject Standardized Tests (DSSTs) Excelsior College Examination Program (ECEP)
Guidance Tests	Strong Interest Inventory Career Planning Program Holland's Self-Directed Search Career Assessment Inventory Kuder Occupational Interest Survey Campbell Interest and Skill Survey Academic Skills Assessment Test (TABE)
Certification	Over 30 different exams available. For more information, see the section on Certification.

High School Examination

GED Tests

The GED tests are equivalency tests designed to measure the high school level of military personnel who are non-high school graduates.

Background

The GED Testing Program was developed in 1942 by the United States Armed Forces Institute (USAFI).

Since 1974, the GED Testing Program has been available at no cost to military personnel at authorized DANTES Test Centers in most states. There are five states that do not allow DANTES Test Centers to administer the GED Tests. These states are:

1. Alabama
 2. Colorado
 3. Kansas
 4. Missouri, and
 5. North Carolina
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Administration

Tests can only be administered at DANTES Testing Centers except in the five states noted above. There is no charge for the GED when administered at DANTES Test Centers. In the states listed above, most will provide the test at little or no cost to the examinee.

Information

See the Chapter on DANTES for information on GED Test Preparation materials and to locate the nearest DANTES Testing Center. In the five states listed above, contact the State Department of Education for testing information.

Admissions Examinations

Undergraduate SAT – Scholastic Aptitude Test

ACT – American College Testing Assessment Program

Introduction

Some colleges require students to demonstrate their ability to complete college level work by taking one of the admissions exams. Colleges usually prefer one exam over the other and will list the required exam in their school catalog.

Most colleges do not require military personnel to take an entrance exam.

Administration

Examinations are provided free of charge to active duty and reserve personnel when testing through a DANTES Testing Center as follows:

Member may test **free** on **either** the SAT and ACT but not both - unless:

Step	Action
1	The member is applying to more than one school or program and both the SAT and ACT are required for admission.
2	The member is transferring to another institution and the alternate admission test is required.
3	All other circumstances require DANTES approval.

Information

See the Chapter on DANTES for information on locating the nearest DANTES Testing Center. Study guides and additional information is available from the DANTES Test Center.

Web site is:

ACT	http://www.act.org
SAT	http://www.collegeboard.org

Graduate Admissions Examinations

Introduction

The examinations most frequently required for admission to graduate programs are:

- The Graduate Record Examinations (GRE)
 - The Graduate Management Admissions Test (GMAT)
 - National Teachers Examination (PRAXIS)
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Graduate Record Examinations (GRE)

Introduction

Effective 1 October 1999 for DANTES Test Centers, the GRE program was divided into two separately administered programs: The GRE General Computer-Based Test (GRE-CBT) and the GRE Subject Examinations.

GRE General CBT

Description

The GRE General Test measures developed skills acquired over a long period of time and not directly related to any specific field of study. The test is a 3-½ hour test.

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Graduate Record Examinations (GRE), Continued

Administration

The USCG participates in the DANTES Testing Program and provides funding to DANTES to pay for the GREs for **Coast Guard members and Coast Guard reservists**. Only one administration of the GRE General and one administration of the GRE Subject is funded per member's lifetime. The GRE General CBT is available every month at test centers around the world.

Registration

The GRE General Exam was computerized as of 1 OCT 99. **There are two registration/scheduling options for those testing in the U.S., American Samoa, Guam, U.S. Virgin Islands, Puerto Rico, and Canada.**

By Phone (preferred method)	By Mail
<p>Call 1-800-GRE-CALL (1-800-473-32550).</p> <p>Schedule the exam, and charge the registration fee to VISA, MasterCard, or American Express.</p> <ul style="list-style-type: none">•Allows for quickest examination scheduling.•Speeds reimbursement process to examinees.	<p>Check or money order payable to ETS GRE /CBT accompanied by "GRE Computer Based Testing Program Authorization Voucher Request Form." This form may be found in the <i>GRE Information and Registration Bulletin</i> available at http://www.gre.org. Mail the form and check (or money order) to:</p> <p>GRE Educational Testing Service PO Box 6103 Princeton, NJ 08541-6103</p> <p>In 2-4 weeks the examinee will receive the voucher and may then call 1-800-GRE-CALL to schedule an appointment.</p>

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Graduate Record Examinations (GRE), Continued

Fees

The testing fee is \$99 for the GRE General and \$130 for the GRE Subject Exams. Fees are subject to change. Examinees forfeit their entire test fee if they fail to appear for testing at the appointed time and date, or fail to reschedule, or cancel at least 7 days prior to the scheduled test date.

Cancellation

An additional fee of \$40 is charged to reschedule the test. This fee is also subject to change. Examinees must contact the GRE Registration Center NO LATER THAN NOON AT LEAST 7 BUSINESS DAYS prior to the scheduled appointment if rescheduling is desired. The rescheduling fee is not reimbursable.

No-Show

Examinees forfeit the entire test fee if they fail to:

- Reschedule or cancel AT LEAST 7 DAYS prior to their scheduled appointment.
- Appear for testing at the appointed time and date.

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Graduate Record Examinations (GRE), Continued

REIMBURSEMENT PROCEDURES

Step	Action
1	Determine eligibility for reimbursement. <ul style="list-style-type: none">• Possess a current "Armed Forces of the United States" identification card.• Have never taken a DANTES-funded GRE General paper-and-pencil OR the GRE General CBT examination.• Applying to or enrolled in a graduate school requiring the GRE General, or• Fulfilling a legitimate Service requirement.
2	Schedule and take the GRE General CBT examination.
3	Contact the DANTES Test Center after receiving the official GRE General CBT Score Report (approximately 2 weeks after testing).
4	Fill out the DANTES GRE General/GMAT Reimbursement Form. Ensure the DANTES TCO completes and signs the form.
5	Submit the completed form, with a legible copy of the official GRE General CBT Score Report, to: ETS/CGI PO Box 6604 Princeton, NJ 08541-6604.

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Graduate Record Examinations (GRE), Continued

Reimbursement Method

Reimbursement occurs in one of two methods depending on how the registration fee was initially paid:

IF BY	THEN
Credit Card	ETS/CGI credits the examinee's credit card account. (Allow two monthly billing cycles for the credit to appear.)
Check or Money Order	ETS/CGI sends the examinee a reimbursement check approximately 8 weeks after receipt of the reimbursement request.

GRE SUBJECT EXAMS

Description:

The GRE Subject Tests measure achievement in specific fields of study (knowledge in either an undergraduate major or an extensive background in the specific subject) and mastery of the concepts, principles, and knowledge basic to success in specific fields.

The Subject Tests are timed (2 hours and 50 minutes) and are available in the following areas.

- **Biochemistry, Cell, & Molecular Biology**
 - Biology
 - Chemistry
 - Computer Science
 - Economics
 - Engineering
 - Geology
 - Literature in English
 - Mathematics
 - Physics
 - Psychology
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Graduate Record Examinations (GRE), Continued

GRE Subject Examinations are being phased out and will not be computerized. These exams will continue to be administered through DANTES. As the exams are withdrawn they will not be replaced. The GRE Subject exams are only administered on specific dates (**usually only 3 times per year**). DANTES distributes a “Calendar of National Testing Dates” that contains the test dates for the current year. To order the calendar, see the Chapter on DANTES.

College Credit

Some colleges award credit for the GRE Subject Examinations. Excelsior College and Charter Oak State College both award credit depending on the score obtained.

Information

The DANTES Test Control Officer can provide basic GRE Information. The test developer, ETS, offers publications and computer programs to help prepare for the GREs. A partial listing follows. For more information contact the DANTES TCO. (To locate the nearest DANTES Testing Center, see chapter 2 for assistance.) The on-line GRE bookstore provides numerous publications. The web site is at: <http://www.gre.org>.

Item	Source	Cost
GRE Information and Registration Bulletin	1 or 2	None
Interpreting Your GRE General and Subject Test Scores	1 or 2	None
Guide to the Use of the GRE Program	1 or 2	None
Math Review Software (for Windows 3.1)	2	\$10
Interactive Practice General Test questions	2	None
Downloadable Test Preparation Booklets General and Subject tests	2	None
POWERPREP Software - Test Preparation for the GRE General Test	2	\$45
Practicing to Take the General Test	2	\$9
Subject Test Preparation Books	2	\$9-\$13
Directory of Graduate Programs	2	\$20

1 = DANTES TCO

2 = On-line or downloadable order form.

Graduate Management Admission Test (GMAT)

Description

Nearly 1300 colleges and universities use GMAT scores for admission to graduate business and management programs.

The GMAT measures general verbal, quantitative, and analytical writing skills and abilities developed over a long period of time that are associated with success in the first year of study in a graduate school of management.

The test is composed of **two separately timed 75 minute sections; and two 30-minute writing tests.**

Administration

The USCG participates in the DANTES Testing Program and has provided funding to DANTES to pay for the GMATs taken through DANTES Test Centers. Only one administration of the GMAT is funded per member's lifetime for active duty and reserve members.

The GMAT is no longer available in paper format. The GMAT has been computerized and is available year round at GMAT CAT Centers throughout the U.S. To identify the nearest GMAT CAT test center:

- **Call 1-800-GMAT-NOW (1-800-462-8669)**
 - **Review the GMAT Information Bulletin 2000-2001**
 - **Visit the GMAT website at www.gmat.org.**
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Graduate Management Admission Test (GMAT)

Registration

There are two registration/scheduling options for those testing in the U.S., American Samoa, Guam, U.S. Virgin Islands, Puerto Rico, and Canada.

By Phone (preferred method)	By Mail
<p>Call 1-800-GMAT-NOW (1-800-462-8669).</p> <p>Schedule the exam, and charge the registration fee to VISA, MasterCard, or American Express.</p> <ul style="list-style-type: none">•Allows for quickest examination scheduling.•Speeds reimbursement process to examinees.	<p>Check or money order payable to ETS-GMAT accompanied by "<i>GMAT CAT Voucher Request Form</i>." This form may be found in the <i>GMAT Information Bulletin</i> available at http://www.gmat.org. Mail the form and check (or money order) to:</p> <p>GMAT Educational Testing Service PO Box 6103 Princeton, NJ 08541-6103</p> <p>In 2-4 weeks the examinee will receive the voucher and may then call 1-800-GMAT-NOW to schedule an appointment.</p>

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Graduate Management Admission Test (GMAT)

Fees

The testing fee is \$190 (subject to change). Examinees forfeit their entire test fee if they fail to appear for testing at the appointed time and date, or fail to reschedule, or cancel at least 7 days prior to the scheduled test date.

Cancellation

An additional fee is charged to reschedule the test. This fee is also subject to change. Examinees must contact the GRE Registration Center **NO LATER THAN NOON AT LEAST 7 BUSINESS DAYS** prior to the scheduled appointment if rescheduling is desired. The rescheduling fee is not reimbursable.

No-Show

Examinees forfeit the entire test fee if they fail to:

- Reschedule or cancel **AT LEAST 7 DAYS** prior to their scheduled appointment.
- Appear for testing at the appointed time and date.

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Graduate Management Admission Test (GMAT)

REIMBURSEMENT PROCEDURES

Step	Action
1	Determine eligibility for reimbursement. <ul style="list-style-type: none">• Possess a current "Armed Forces of the United States" identification card.• Have never taken a DANTES-funded GMAT General paper-and-pencil OR the GMAT CAT examination.• Applying to or enrolled in a graduate school requiring the GMAT, or• Fulfilling a legitimate Service requirement.
2	Schedule and take the GMAT CAT examination.
3	Contact the DANTES Test Center after receiving the official GMAT CAT Score Report (approximately 2 weeks after testing).
4	Fill out the DANTES GRE General/GMAT Reimbursement Form. Ensure the DANTES TCO completes and signs the form.
5	Submit the completed form, with a legible copy of the official GMAT CAT Score Report, to: ETS/CGI PO Box 6604 Princeton, NJ 08541-6604

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Graduate Management Admission Test (GMAT)

Reimbursement Method

Reimbursement occurs in one of two methods depending on how the registration fee was initially paid:

IF BY	THEN
Credit Card	ETS/CGI credits the examinee's credit card account. (Allow two monthly billing cycles for the credit to appear.)
Check or Money Order	ETS/CGI sends the examinee a reimbursement check approximately 8 weeks after receipt of the reimbursement request.

Information

The DANTES Test Control Officer can provide basic information. The test developer, ETS, offers publications and computer programs to help prepare for the GMAT. For assistance in locating the nearest DANTES Test Centers, see the chapter on DANTES.

Also visit the web site at: <http://www.gmat.org/>

Item	Source	Cost
GRE Information Bulletin	1 or 2	None
Official Guide for GMAT Review	2	\$24.95
Sample GMAT Questions	2	None
GMAT Mini-Test	2	None
POWERPREP Software - Test Preparation for the GMAT	2	None

1 = DANTES TCO

page

2 = On-line or downloadable order form.

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The Praxis

Introduction

The Praxis Series is used by some states for initial teacher certification and by institutions of higher education for entry into or exit from teacher education programs or for program evaluation.

The National Teachers Examination (NTE) Core Battery was discontinued as of September 2000.

Description

The Pre-Professional Skills Tests (PPST) measure basic skills competency in reading, mathematics, and writing. The Reading and Mathematics tests are 1-hour, multiple-choice tests, and the Writing test combines a half-hour multiple-choice section with a half-hour essay section.

The Core Battery includes three separate 2-hour, multiple-choice tests which measure: general knowledge, communications skills, and professional knowledge.

Subject Assessment and Specialty Area Tests measure understanding of the content and methods applicable to specific subject areas.

Administration

The USCG participates in the DANTES Testing Program and has provided funding to DANTES to pay for the PRAXIS taken through DANTES Test Centers. Only one administration of the PRAXIS Core Battery and one Subject Assessment **OR** Specialty Area test is funded per member's lifetime for active duty and reserve members.

There is also a national testing program conducted through colleges and universities. Should members elect to test at national test centers, funding is not provided through the USCG.

The PRAXIS is only administered on specific dates. DANTES distributes a "Calendar of National Testing Dates" that contains the test dates for the current year. To order the calendar, see the Chapter on DANTES.

Information:

Basic information is available from the DANTES Test Control Officer, or **personnel at the National Testing Center.**

Visit the web at: <http://www.ets.org/praxis>

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College Credit Examinations

Introduction

There are several nationally recognized examination programs. These examinations are widely accepted by colleges and universities because of the test development process. The tests are nationally normed and recommended for credit by the American Council on Education (ACE).

These examinations are a tremendous benefit to the member because they

- * gain a significant number of college hours
- * save time
- * save money
- * work at his/her own pace.

Acceptance

A recent survey shows that 2,800 colleges in the US will grant credit based on the examinee's score report. The majority of institutions will accept the ACE credit recommendation listed on the *Matrix of College Credit Examinations*, Figure 3-1. However, some institutions will require a higher score for acceptance and others will not grant any credit.

Members should be familiar with the college's policy prior to taking the exam.

Types

1. College Level Examination Program (CLEP)
 - CLEP General
 - CLEP Subject
2. DANTES Subject Standardized Tests (DSSTs)
3. **Excelsior** College Examination Program (ECEP)
4. Graduate Record Subject Examinations (GRE)

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College Credit Examinations, Continued

Administration

All the examinations discussed in this section are available through the DANTES Testing Program. **These programs are funded for active duty and reserve personnel, their spouses, and civilian employees of the USCG.**

Spouses and civilians are not permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. They may test free of charge only through USCG DANTES Test Centers or DANTES Test Centers at reserve component installations..

As of 1 Oct 00, personnel also have the option of testing through a national test center and being reimbursed for the testing fee. This applies to the CLEP General and Subject, DANTES Subject Standardized Tests, and Excelsior College Examinations. Most of the CLEP and DSST national test centers are located at colleges and universities while the Excelsior College examinations are available through Sylvan Prometric Test Centers. This option may interest personnel who do not have access to a DANTES Test Center at a Coast Guard unit or DOD installation.

Some of the examinations may only be administered on specific dates while others can be administered on a demand basis. Following is more specific information on each of the exam programs containing that information.

Test Preparation

Most of these tests are designed to help the student document existing knowledge.

For each of the examinations there is a fact sheet or study guide that provides an outline of the test, sample questions and answers and a list of reference textbooks. Members should review the fact sheet, complete the sample questions; and, depending on knowledge level, obtain the reference publications and study as necessary prior to testing. Roughly speaking, members who answer at least two-thirds of the questions correctly on the fact sheet have a good chance of passing the test.

Videotapes, audiotapes, and a few multi-media programs are also available to help prepare members for the tests. About 40 programs are available. For additional information, see the "College Video/Audio Courses," Volume 4 of this publication. The publication is also available on the CGI home page at <http://www.uscg.mil/hq/cgi>.

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MATRIX OF COLLEGE CREDIT EXAMINATIONS

Business/Management				
Test Title	Min Score	Credit	Test No.	Test
Type				
Accounting, Principles of Subj	45	6 LL	78018	CLEP
Accounting, Financial Principles of	49	3 LL	SF525	DSST
Business, Introduction to	46	3 LL	SE, SF543	DSST
Business Law, Introduction to Subj	51	3 LL	17035	CLEP
Business Law II	52	3 UL	SE534	DSST
Business Mathematics	48	3 LL	SF812	DSST
Business Policy & Strategy	C	3 UL	579	ECEP
Finance, Personal	46	3 LL	SE550	DSST
Finance, Principles of	46	3 UL	SF524	DSST
Human Resources Management	45	3 UL	486	ECEP
Labor Relations	44	3 UL	538	ECEP
Marketing, Principles of Subj	50	3 LL	69019	CLEP
Management, Principles of Subj	46	3 LL	74047	CLEP
Money and Banking	48	3 UL	SG, SH548	DSST
Organizational Behavior	48	3 LL	SF, SG531	DSST
Organizational Behavior	46	3 UL	435	ECEP
Personnel/Human Resource Mgt	48	3 LL	SF530	DSST
Production/Operations Mgt	45	3 LL	582	ECEP
Statistics, Principles of	48	3 LL	SE450	DSST
Statistics	48	3 LL	408	ECEP
Supervision, Principles of	46	3 LL	SE, SF532	DSST
Computer Science				
Test Title	Min Score	Credit	Test No.	Test
Type				
Computers w/Basic Programming	47	3 LL	SF536	DSST
Information Sys & Computer Apps Subj	52	3 LL	68012	CLEP
Management Information Systems	46	3 UL	SE551	DSST
Criminal Justice				
Test Title	Min Score	Credit	Test No.	Test
Type				
Introduction to Law Enforcement	45	3 LL	SG 497	DSST
Criminal Justice	49	3 LL	SF, SG498	DSST
English/Communication Arts				
Test Title	Min Score	Credit	Test No.	Test
Type				
English Composition	C	6 LL	434	ECEP
English Composition	420	6 LL	08273	CLEP
Gen English Composition w/essay CLEP Gen	420	6 LL	NA	
Freshman College Composition Subj	44	6 LL	71056	CLEP

Public Speaking, Principles of	47	3 LL	SE815/821	DSST
Technical Writing	46	3 LL	SF, SG820	DSST

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Figure 3-1

Education

Test Title Type	Min Score	Credit	Test No.	Test
Foundations of Education	46	3 LL	SE489	DSST
Reading Instr in Elementary School	42	6 UL	555	ECEP
Educational Psychology, Intro to Subj	47	3 LL	67032	CLEP

History

Test Title Type	Min Score	Credit	Test No.	Test
Civil War and Reconstruction	47	3 UL	SE, SF483	DSST
Contemporary Western Europe	48	3 LL	SE465	DSST
Modern Middle East, Introduction	44	3 LL	SE469	DSST
Nazi Germany, History of	C	3 UL	432	ECEP
Social Sciences & History Gen	420	6 LL	05991	CLEP
Soviet Union, Rise and Fall of	45	3 UL	SE471	DSST
US I, History of Subj	47	3 LL	80012	CLEP
US II, History of Subj	46	3 LL	79014	CLEP
Vietnam War, History of	49	3 LL	SF473	DSST
War in Vietnam (1945-1975): Subj	C	3 UL	511	ECEP
Western Civilization I Subj	46	3 LL	65048	CLEP
Western Civilization II Subj	47	3 LL	66052	CLEP

Foreign Languages

Test Title Type	Min Score	Credit	Test No.	Test
French I and II Subj	42 & 45	6 & 12	76015	CLEP
German I and II Subj	36 & 42	6 & 12	75027	CLEP
Spanish I and II Subj	45 & 50	6 & 12	77011	CLEP

Humanities

Test Title Type	Min Score	Credit	Test No.	Test
American Literature Subj	46	6 LL	37061	CLEP
American Dream (Part I)	C	6 UL	460	ECEP
Analyzing & Interpreting Literature Subj	47	6 LL	81019	CLEP
Art of the Western World	48	3 LL	SE461	DSST
English Literature Subj	46	6 LL	20079	CLEP
Ethics in America	46	3 LL	SF474	DSST
Ethics: Theory and Practice	46	3 UL	484	ECEP
Humanities Gen	420	6 LL	04910	CLEP

Religions of the World	C	3 UL	509	ECEP
World Religions, Introduction to	49	3 LL	SE 496	DSST

Mathematics

Test Title Type	Min Score	Credit	Test No.	Test
Algebra, Fundamentals of	47	3 LL	SF, SG424	DSST
Algebra (1993)	46	3 LL	11100	CLEP
Subj				
Algebra - Trigonometry	45	3 LL	10049	CLEP
Subj				
Mathematics	420	6 LL	07030	CLEP
Gen				
Statistics, Principles of	48	3 LL	SE450	DSST
Trigonometry	50	3 LL	12025	CLEP
Subj				
Calculus w/Elementary Functions	41	6 LL	62065	CLEP
Subj				

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Miscellaneous

Test Title Type	Min Score	Credit	Test No.	Test
Drug and Alcohol Abuse	49	3 UL	SE495	DSST
Here's to Your Health	48	3 LL	SF, SG508	DSST
Fundamentals of Counseling	45	3 LL	SG, SH562	DSST

Natural Sciences

Test Title Type	Min Score	Credit	Test No.	Test
Anatomy & Physiology	46	6 LL	506	ECEP
Astronomy	48	3 LL	SF500	DSST
Biology, General Subj	46	6 LL	18074	CLEP
Chemistry, General Subj	47	6 LL	26107	CLEP
Environment & Humanity: The Race to Save the Planet	46	3 LL	SF, SG511	DSST
Microbiology	45	3 LL	558	ECEP
Natural Sciences Gen	420	6 LL	02259	CLEP
Physical Science I, Principles of	47	3 LL	SE512	DSST
Physical Geology	46	3 LL	SF, SG519	DSST

Nursing

Test Title Type	Min Score	Credit	Test No.	Test
Adult Nursing	47	8 UL	554	ECEP
Commonalities in Nursing Care Area A	47	5 LL	427	ECEP
Commonalities in Nursing Care Area B	47	5 LL	478	ECEP
Differences in Nursing Care: Area A	47	5 LL	479	ECEP
Differences in Nursing Care: Area B	47	5 LL	531	ECEP
Differences in Nursing Care: Area C	47	5 LL	578	ECEP
Fundamentals of Nursing	45	8 LL	403	ECEP
Health Restoration: Area I	47	4 UL	425	ECEP
Health Restoration: Area II	47	4 UL	477	ECEP
Health Support: Area I	47	4 UL	530	ECEP
Health Support: Area II	47	4 UL	577	ECEP
Here's to Your Health	48	3 LL	SF, SG508	DSST
Maternal & Child Nursing (associate)	45	6 LL	453	ECEP
Maternal & Child Nursing (baccalaureate)	45	8 UL	457	ECEP
Maternity Nursing	45	3 LL	559	ECEP
Occupational Strategies in Nursing	47	3 LL	532	ECEP
Pathophysiology	43	3 UL	584	ECEP
Professional Strategies of Nursing	47	4 UL	426	ECEP
Psychiatric/Mental Health Nursing	43	8 UL	503	ECEP
Research in Nursing	44	3 UL	537	ECEP

Political Sciences

Test Title Type	Min Score	Credit	Test No.	Test
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American Government
Subj

47

3 LL

30112

CLEP

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Social Sciences

Test Title Type	Min Score	Credit	Test No.	Test
Anthropology, General	47	3 LL	SF494	DSST
Geography, Human Cultural	48	3 LL	SF, SG470	DSST
Gerontology, Foundations of	46	3 UL	407	ECEP
Human Growth & Development Subj	45	3 LL	14079	CLEP
Macroeconomics, Principles of Subj	44	3 LL	72044	CLEP
Microeconomics, Principles of Subj	41	3 LL	73041	CLEP
Psychology, Abnormal	45	3 UL	459	ECEP
Psychology of Adulthood & Aging	45	3 UL	485	ECEP
Psychology, Introductory Subj	47	3 LL	70017	CLEP
Psychology, Lifespan Developmental	46	3 LL	SF, SG490	DSST

*Continued on next page***Social Sciences (cont'd)**

Test Title Type	Min Score	Credit	Test No.	Test
Psychology, Lifespan Developmental	45	3 LL	583	ECEP
Psychology, Research Methods in	40	3 UL	436	ECEP
Sociology, Introductory Subj	47	3 LL	31089	CLEP
Social Sciences and History Gen	420	6 LL	05991	CLEP
World Population	43	3 UL	487	ECEP

College Level Examination Program (CLEP)

Introduction

The College Level Examination Program (CLEP) consists of a series of examinations that test college level knowledge gained through military classes or technical assignments, or through personal reading, travel, and intellectual curiosity.

Description

The **CLEP General Examinations** measure achievement in five basic areas of “general” or “liberal” education. Each examination has a 90-minute time limit. The multiple-choice questions cover material taught in required courses most students complete in their first two years of college.

Usually 6 semester hours of credit are awarded for satisfactory scores on each General Examination. The ACE recommended passing score is 420.

Test Nbr	Test Title	Description	Time Limit
1	English Composition	Has two versions. Students should make sure which version is required prior to testing because each version is subject to a 6-month waiting period for retesting. * All multiple-choice versions (100 questions) * Essay versions – cover writing that explains, interprets, analyzes, or presents and supports a point of view (50-60 multiple-choice questions, one essay question)	Two separately timed 45-minute sections.

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College Level Examination Program (CLEP), Continued

Information:

Basic information is available from the DANTES Test Control Officer, or personnel at the National Testing Center. Description (continued)

Test Nbr	Test Title	Description	Time Limit
2	Social Science/History	Relates to material presented in introductory US History, Western Civilization and world Civilization, Political Science, Economics, Sociology, Psychology, Anthropology, and Geography.	Two separately timed 45-minute sections.
3	Natural Sciences	Assesses knowledge and understanding of the biological and physical sciences.	Two separately timed 45-minute sections.
4	Humanities	Relates to knowledge and understanding of literature and fine arts from the Classical Period through the Contemporary Period.	Two separately timed 45-minute sections.
5	Mathematics	Subject matter content includes sets and logic, the real number system, functions and graphs, probability and statistics, and additional algebra topics.	Two separately timed 45-minute sections.

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College Level Examination Program (CLEP), Continued

The **CLEP Subject Examinations** are more closely aligned to specific college-level courses and may resemble an end-of-course exam. These examinations measure knowledge of basic concepts, principles, and relationships and applications involved in college courses with the corresponding title.

There are about 30 different CLEP Subject Exams. For a complete list, see the Matrix of College Credit Examinations, Figure 3-1.

All the CLEP Subject Exams are multiple-choice tests.

They are timed 90-minute examinations.



Testing Tips

There is a **penalty** for guessing on both the CLEP General and CLEP Subject.

The number of correct answers is counted and a fraction of a point is subtracted for each wrong answer from the total correct answers.

Random guessing will probably not improve the examinee's score.

Administration

All the CLEP examinations are administered through the DANTES Testing Program.

The CLEP General Examination with Essay Component can only be determined on specific test dates. Order the "*DANTES Calendar of National Test Dates*" for a comprehensive list. See the Chapter on DANTES for ordering information.

CLEP examinations are free of charge to active duty personnel, reservists, spouses of active duty and reserve personnel, and civilian employees of the USCG.

Spouses and civilians are not permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. They may test free of charge only through USCG DANTES Test Centers or DANTES Test Centers at reserve component installations, **or on a reimbursable basis through national test centers.**

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College Level Examination Program (CLEP), Continued

National Test Centers

Additionally, eligible personnel may now test through CLEP national test centers and be reimbursed for the testing fee. To determine the location of national CLEP test centers, go to the CLEP homepage at:

<http://www.collegeboard.org/CLEP/Students>

Select "Colleges Granting Credit/Test Centers" option.

Search by state and city.

Members schedule testing at the national test center, pay registration fees, if any, and the test fees. Obtain receipts for these fees.

ONLY THE TEST FEE is reimbursable. Most national test centers charge a fee for cancellation, rescheduling, or not testing on the scheduled date (no show). These fees are **NOT AUTHORIZED FOR REIMBURSEMENT.**

Reimbursement

Upon receipt of test results, complete the form entitled "Reserve Component and Coast Guard Credit by Examination Program Reimbursement Form", DANTES Form 1561/46 (8/00), available from the DANTES TCO. The TCO will verify eligibility for reimbursement, and sign the reimbursement form.

The examinee:

- completes and signs the form
 - attaches a copy of the test score report
 - attaches a copy of receipts.
 - completes and signs the "Direct Deposit Form (Standard Form 1199A) and attaches it to the reimbursement application. The "Direct Deposit Form" is only required for the first test. For additionally testing, this form is not required unless the examinee changes financial institutions.
 - Mail the reimbursement request to:
DANTES (Code 20J)
6490 Saufley Field Road
Pensacola, FL 32509
 - Payment will be made directly to examinee's bank account in 4-6 weeks.
-

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College Level Examination Program (CLEP), Continued

Scoring CLEP answers sheets are scored and reported approximately 5 working days after receipt (except CLEP English Composition with Essay). The essay component
And will be reported about 7 to 8 weeks following the scheduled essay scoring date.
Reporting College English professors meet at a central location to do the scoring and to evaluate the essay. The result is reported at a score between 200-800.

Examinees may designate an institution to receive an official score report AT THE TIME OF TESTING. The DANTES Test Control Officer can provide the institution's report to code. The CGI cannot be designated as a report to code. The scoring agency, ETS, electronically provides all passing CLEP scores to the Institute monthly.

The official score report and the examinee's copy are mailed to the DANTES Test Center where the test was administered.

Score Interpretation

Scores for the CLEP General examinations range between 200 and 800 and for the Subject Examinations between 20 and 80.

Because scales for CLEP examinations are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

The ACE recommended passing scores are provided on the Matrix of College Credit Examinations provided as Figure 3-1.

The *DANTES Independent Study Catalog* (DISC) Supplement "A Guide to the Acceptance of Non-Traditional credit in SOC Institutions," identifies SOC institutions that award credit for the CLEP examinations, the institutional passing score, and the amount of credit awarded. For ordering information, see the Chapter on DANTES.

Continued on next page

College Level Examination Program (CLEP), Continued, Continued

Transcripts

DANTES Test Control Officers may request an official transcript for counseling purposes without charge.

Official transcripts of tests taken **after 1 July 1974** may be obtained by submitting the “*DANTES Transcript Request Form*”, with an \$8 transcript fee. **The form is available from the DANTES TCO.**

Military examinees who were administered CLEP examinations prior to 1 July 1974 must send the “*USAFI Transcript Request Form for Tests Taken Before 1 July 1974*” with a \$10 transcript fee. **The form is available from the DANTES TCO.**

Civilian examinees may obtain their transcripts by submitting a \$15 fee for a cumulative score report. Civilian transcripts are available for a period of 20 years following the test date. See the DANTES Test Control Officer for additional information.

Information

The DANTES Test Control Officer can provide additional information on the CLEP examinations.

Visit the web site: <http://www.collegeboard.org/clep/html//indx001.html>

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DANTES Subject Standardized Tests (DSST)

Introduction

The DSST program was developed as a way to measure, evaluate, and meet the educational needs of Service personnel.

Description

The DSST program is an extensive series of examinations in college subjects. DSSTs are course achievement exams, each of which is generally standardized on a sample of civilian students completing a comparable college course.

There are some 37 tests in the DSST inventory. For a complete list, see the Matrix of College Credit Examinations (Figure 3-1).

All the DSSTs are multiple-choice tests.

There is no time limit on the DSSTs.
Members may take as long as desired to complete the exam.



Testing Tips

There is **NO penalty** for guessing on the DSSTs.

Members should be encouraged to answer **ALL** questions.

Administration

All the CLEP examinations are administered through the DANTES Testing Program.

DSST examinations are free of charge to active duty personnel, reservists, spouses of active duty and reserve personnel, and civilian employees of the USCG.

Spouses and civilians are **not** permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. They may test free of charge only through USCG DANTES Test Centers or DANTES Test Centers at reserve component installations, **or on a reimbursable basis at national test centers..**

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DANTES Subject Standardized Tests (DSST), Continued

National Test Centers

Additionally, eligible personnel may now test through DSST national test centers and be reimbursed for the testing fee. To determine the location of national test centers, go to the homepage at:

<http://www.chauncey.com>

Select "Continuing Education and Distance Learning" option and then select "Student/Adult Learners" to search by state.

Members schedule testing at the national test center, pay registration fees, if any, and the test fees. Obtain receipts for these fees.

ONLY THE TEST FEE is reimbursable. Most national test centers charge a fee for cancellation, rescheduling, or not testing on the scheduled date (no show). These fees are **NOT AUTHORIZED FOR REIMBURSEMENT.**

Reimbursement

Upon receipt of test results, complete the form entitled "Reserve Component and Coast Guard Credit by Examination Program Reimbursement Form", DANTES Form 1561/46 (8/00), available from the DANTES TCO. The TCO will verify eligibility for reimbursement, and sign the reimbursement form.

The examinee:

- completes and signs the form
 - attaches a copy of the test score report
 - attaches a copy of receipts
 - completes and signs the "Direct Deposit Form" (Standard Form 1199A) and attaches it to the reimbursement application. The "Direct Deposit Form" is only required for the first test. For additionally testing, this form is not required unless the examinee changes financial institutions.
 - Mail the reimbursement request to:
DANTES (Code 20J)
6490 Saufley Field Road
Pensacola, FL 32509
 - Payment will be made directly to examinee's bank account in 4-6 weeks.
-

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DANTES Subject Standardized Tests (DSST), Continued

Scoring DSST answers sheets are scored and reported approximately 5 working days after
And receipt.
Reporting

Examinees may designate an institution to receive an official score report AT THE TIME OF TESTING. The DANTES Test Control Officer can provide the institution's report to code. The

CGI cannot be designated as a report to code. The scoring agency, ETS, electronically provides all passing DSST scores to the Institute monthly.

The official score report and the examinee's copy are mailed to the DANTES Test Center where the test was administered.

Score Interpretation

Scores for the DSSTs range between 44 and 52.

Because scales for DSSTs are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

The ACE recommended passing scores are provided on the *Matrix of College Credit Examinations* provided as Figure 3-1.

Transcripts

DANTES Test Control Officers may request an official transcript for counseling purposes without charge.

Official transcripts of tests taken **after 1 July 1974** may be obtained by submitting the “*DANTES Transcript Request Form*” with an \$8 transcript fee. **See the DANTES TCO for the request form.**

Military examinees who were administered DSST examinations prior to 1 July 1974 must send the “*USAFI Transcript Request Form for Tests Taken Before 1 July 1974*” with a \$10 transcript fee. **See the DANTES TCO for the request form.**

Civilian examinees may obtain their transcripts by submitting a \$10 fee for a cumulative score report. Civilians should complete a “DANTES Civilian Transcript Request for DSST Scores”. **See the DANTES TCO for the request form.**

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DANTES Subject Standardized Tests (DSST), Continued

Information

The DANTES TCO can provide additional information on the DSST examinations.

Visit the web site: <http://voled.doded.mil/dantes/exam/DSST.htm>

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Excelsior College Examinations (ECE)

Introduction

Excelsior College Examinations are used to meet specific college degree requirements of the Excelsior College degrees and are accepted for credit by over 900 colleges and universities.

Excelsior examinations are developed by Excelsior College and have been used extensively by colleges and universities in the US. **Until 1 Sep 98, the examinations were administered by the American College Testing Program and were marketed as the American College Testing Proficiency Examination Program (ACT PEP). Excelsior College now administers the examinations. Excelsior was formerly known as Regents College.**

Description

There are more than 40 examinations in the subject areas of:

- * arts
- * sciences
- * business
- * education, and
- * nursing.

For a list of all examinations, see the “*Matrix of College Credit Examinations*” provided as Figure 3-1.

Type of Examinations

Type	Description
Objective	Multiple-choice type examinations. These examinations can be administered any time.
Extended Response	Essay type examinations must be administered on specified test dates.
Mixed Format	This type of examination contains both multiple-choice and free response questions. Exams must be administered on specified test dates.

All Excelsior Examinations are 3 hour timed examinations.

Testing Tips

There is no penalty for guessing on the Excelsior Examinations.

Examinees should be encouraged to answer all questions.

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Excelsior College Examinations (ECE), Continued

Administration

All the Excelsior Examinations are administered through the DANTES Testing Program.

DSST examinations are free of charge to active duty personnel, reservists, spouses of active duty and reserve personnel, and civilian employees of the USCG.

Spouses and civilians are **not** permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. All civilians must register to test with Excelsior College and take their tests at a Sylvan Technology Center. To register, see the following section on National Test Centers.

National Test Centers

Additionally, eligible personnel may now test through national test centers and be reimbursed for the testing fee. To determine the location of national test centers, go to the homepage at:

**<http://www.excelsior.edu>
Select "EC Examinations" option and click on
"Sylvan Technology Centers", then
"www.2test.com.Web site", and
"Find a Test Center".**

Excelsior College registers examinees and using a prepaid voucher. Testing is then scheduled with the nearest Sylvan Test Center. Additional help is available at:

Test Administration Officer
Excelsior College
7 Columbia Circle
Albany, NY 12203-5159

Phone: 518-464-8500
Web site: www.Excelsior.edu
E-mail: testadm@Excelsior.edu

Continued on next page

Excelsior College Examinations (ECE), Continued

Members schedule testing at the national test center, pay registration fees, if any, and the test fees. Obtain receipts for these fees.

ONLY THE TEST FEE is reimbursable. Most national test centers charge a fee for cancellation, rescheduling, or not testing on the scheduled date (no show). These fees are NOT AUTHORIZED FOR REIMBURSEMENT.

Reimbursement

Upon receipt of test results, complete the form entitled "Reserve Component and Coast Guard Credit by Examination Program Reimbursement Form", DANTES Form 1561/46 (8/00) available from a DANTES TCO. The TCO will verify eligibility for reimbursement, and sign the reimbursement form.

The examinee:

- completes and signs the form,
 - attaches a copy of the test score report
 - attaches a copy of receipts.
 - completes and signs the "Direct Deposit Form (Standard Form 1199A) and attaches it to the reimbursement application. The "Direct Deposit Form" is only required for the first test. For additionally testing, this form is not required unless the examinee changes financial institutions.
 - Mail the reimbursement request to:
DANTES (Code 20J)
6490 Saufley Field Road
Pensacola, FL 32509
 - Payment will be made directly to examinee's bank account in 4-6 weeks.
-

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Excelsior College Examinations (ECE), Continued

Scoring And Reporting

Objective examination grades are usually reported 3 to 4 weeks after the answer sheet is received.

Extended response (essay) and mixed format (multiple-choice and free response) examinations are normally reported 75 days after the test date.

Examinees may designate an institution to receive an official score report AT THE TIME OF TESTING. The DANTES Test Control Officer can provide the institution's report to code to examinees. The CGI cannot be designated as a report to code. Excelsior College electronically provides all passing scores to the Institute quarterly.

The official score report and the examinee's copy are mailed to the DANTES Test Center where the test was administered.

Score Interpretation

The recommended passing score varies by examination. See the *Matrix of College Credit Examinations*, Figure 3-1, for the recommended passing score for each examination.

Because scales for Excelsior Examinations are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

Transcripts

DANTES Test Control Officers may request an official transcript for counseling purposes without charge.

Official transcripts of tests taken may be obtained by submitting the *Official Grade Report Request Form* with a \$8 transcript fee. **See the DANTES TCO for the request form.**

Information

The DANTES Test Control Officer can provide additional information on the Excelsior examinations.

Visit the web site: <http://www.Excelsior.edu>

Certification Examinations

Introduction

DANTES has agreements with approximately 30 different certification agencies to allow DANTES Test Control Officers to administer the examinations to military personnel.

Certification examinations provide military personnel an opportunity to maintain currency with the civilian workforce and to document comparable skills.

Description

A listing of the certification agencies follows:

Association of Boards of Certification – Uniform Program for Reciprocity (ABC)
American Board of Industrial Hygiene (ABIH) Board of Certified Safety Professionals (BCSP)
American Council on Exercise (ACE)
Accredited Financial Counselor (AFC) Program
American Medical Technologist (AMT)
American Nurses Credentialing Center (ANCC)
National Institute for Automotive Service Excellence (ASE)
American Speech-Language-Hearing Association (ASHA)
Association of State and Provincial Psychology Boards (ASPPB)
American Society for Quality Control (ASQC)
Board of Certified Safety Professionals (BCSP)
The Certified Board of General Dentistry (CBGD)
Cardiovascular Credentialing International (CCI)
Dental Assisting National Board (DANB)
The National Registry of Emergency Medical Technicians (EMT)
Electronics Technicians Association, International (ETA-I)
Food Protection Certification Program (FPCP)
Institute for Certification of Computing Professionals (ICCP)
Institute of Certified Professional Managers (ICPM)
The Credentialing Commission of the International Society for Clinical Laboratory Technology (ISCLT)
The Liaison Council on Certification for the Surgical Technologist (LCC-ST)
The National Association of Radio and Telecommunications Engineers, Inc. (NARTE)
National Association of Social Workers (NASW)

Continued on next page

Certification Examinations, Continued

National Board for the Certification of Orthopaedic Technologists
(NBCOT)
National Board of Respiratory Care (NBRC)
National Institute for Certification in Engineering Technology (NICET)
The National Institute for the Certification of Healthcare Sterile
Processing and Distribution Personnel (NICHSPDP)
Professional Secretaries International (PSI)
Society of Broadcast Engineers (SBE)

College Credit

Two of the Certification Programs referenced above have been recommended for college credit by the American Council on Education (ACE). These programs and the credit recommendations follow:

AUTOMOTIVE SERVICE EXCELLENCE

Title	SH Credit
Automotive Tests	
Engine Repair	4
Automatic Transmission/Transaxle	4
Manual Drive Trains and Axles	4
Suspension and Steering	4
Brakes	4
Electrical Systems	4
Heating and Air Conditioning	4
Engine Performance	4
Collision Repair Tests	
Painting and Refinishing	6
Non-Structural Analysis	4
Structural Analysis and Damage ECEPair	4
Mechanical and Electrical Components	3
Medium/Heavy Truck Tests	
Gasoline Engines	5
Diesel Engines	6
Drive Train	4
Brakes	4
Suspension and Steering	4
Electrical Systems	4
Engine Machinist Test	
Cylinder Head Specialist	10
Cylinder Block Specialist	10
Assembly Specialist	10

Certification Examinations, Continued

CERTIFICATION OF COMPUTER PROFESSIONALS

Title	SH Credit
Core Examination	17 LL
Specialty Areas	
Management	3 UL
Procedural Programming	3 UL
Systems Development	3 UL
Business Information Systems	3 UL
Communications	3 LL
Office Information Systems	3 LL
Software Engineering	3 UL
Systems Programming	3 UL
Systems Security	3 LL
ACP Programming Languages	3 LL each

LL = Lower level baccalaureate credit

UL = Upper level baccalaureate credit

Administration

Military personnel and in some cases civilians may take the tests through DANTES Test Centers.

None of the programs are funded through the USCG.

Information

The DANTES Test Control Officer can provide additional information including study materials for all the programs referenced above.

DANTES offers a brochure entitled “Be a Certified Professional” which lists the types of certification, benefits of certification, and how to get more information. The brochure is stock number 1148. For ordering information, see the chapter on DANTES.

Guidance Examinations

Introduction

There are numerous surveys and questionnaires to help assess one's interests as well as their abilities and aptitudes. These are the tests that can help one determine what they want to do in the future. Some assessment instruments are best suited to those taking the college-track, while others are tailored to those interested in vocational areas.

Administration

DANTES provides an inventory of tests that may be ordered free of charge to military personnel. These materials shall not be administered to civilian or dependents.

To other the materials described in this section, please refer to the chapter on DANTES.

Description

The Strong Interest Inventory

This inventory measures the examinee's interest in careers that require advanced technical or college training.

Basic interest scales provide specific information about the student's interests in 23 career fields such as medical science, law, politics, and business management.

Occupational scales relate interests to 162 specific career fields and indicate areas of possible career satisfaction.

The test takes about 30-40 minutes to complete. Interpretation is quite complex and it is recommended that ESOs use the "PrePaid Interpretive Combined Item Booklets and Answer Sheet" (stock number 1110 and 1111). The prepaid interpretive answer sheet will provide the examinee with a fairly detailed, easy to understand report.

Continued on next page

Guidance Examinations, Continued

Description

Career Assessment Inventory

This instrument measures interests requiring a minimum of postsecondary education, such as community college, technical, or business training.

Test results are reported in two formats: Profile and Interpretive. Reports are provided for three types of occupational scales.

Basic interest scales – provide specific information about a person’s interests in 25 career areas such as Electronics, Medical Service, and other practices.

Occupational scales – relate to 101 specific concerns and indicate areas of career satisfaction.

ESOs not familiar with the test may prefer to order the “CAI Interpretive Test Booklet” (stock number 1115).

Holland’s Self-Directed Search (SDS)

This career interest inventory engages the user in the evaluation of their abilities and interests. The easy-to-use format allows the user to test, score and interpret this own data.

The Self-Directed Search consists of an Assessment Booklet (stock number 1152) and an Occupations Finder (stock number 1153).

Users find their Holland code based on scores in six areas of occupational interest: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

This survey may be administered to dependents.

This survey is recommended for the USCG ESO who has limited time. In addition to the Assessment Booklet and the Occupations Finder, users also need the Manual Supplement (stock number 1154), Professional Manual (stock number 1155) and a booklet “You and Your Career” (stock number 1151).

Continued on next page

Guidance Examinations, Continued

Description

The Career Planning Program

This instrument is designed to measure an individual's current career development. It is a guidance-oriented system designed to help individuals identify and explore personally relevant occupations and educational programs.

The program consists of an ability test battery, an interest inventory, scales assessing career-related experiences, and a background and plans inventory.

Total testing time is about 2 hours, which can be scheduled as a single session, two sessions, or three sessions.

Examinees receive a score report that integrates scores on all measures around a theme of job clusters and an interpretive booklet.

Materials required are all packaged together as stock number 1150. Additionally you will need the Counselor Manual (stock number 1146), Directions for Administration (stock number 1145), and the Supervisors ECEPort (1144).

Kuder Occupational Interest Survey

This instrument is designed for grades 11 through adult.

The results of the survey suggest promising occupations and college majors in rank order, based upon the individual's interest pattern. These range from occupations requiring professional schooling to those requiring technical school training.

Materials needed are:

Materials Needed	Stock Number
Test booklet/answer form, combined	1103
Control card	1104
Counseling Manual	1102

Continued on next page

Guidance Examinations, Continued

Description

Campbell Interest and Skill Survey

This instrument provides more complete career assessment information by providing an integrated measure of self-assisted interests and skills.

The interest scale reflects the individual's degree of attraction for a specified occupational area. This instrument adds a parallel skill scale that provides an estimate of the individual's confidence in his or her ability to perform various occupational activities.

Together, two standardized scales of interest and skills provide more comprehensive, richer data than simply interest scores taken alone.

Materials required are:

Materials Needed	Stock Number
Interest Pattern Worksheet	1121
Survey Softcover Manual	1122
Mail-in Report	1123
